

To: Local Educational Agency Representatives
From: California Department of Education – CALPADS Team
Date: September 9, 2014
Subject: **CALPADS Update FLASH #92**

CONGRATULATIONS ON COMPLETION OF END-OF-YEAR SUBMISSIONS

Congratulations to all the local educational agencies (LEAs) that successfully certified the 2013–14 End-of-Year (EOY) submissions. We appreciate your dedication and effort to submit quality data to CALPADS.

BACK-TO-SCHOOL LETTER AVAILABLE ON CALPADS WEB PAGE

On August 25, the California Department of Education (CDE) sent out the 2014–15 Data Collections: Annual Back-to-School letter to county and district superintendents and charter school administrators. The letter highlights the following:

- California Longitudinal Pupil Achievement Data System (CALPADS)
- California Basic Educational Data System–Online Reporting Application (CBEDS-ORA)
- Consolidated Application Reporting System (CARS)

The letter is available on the CDE CALPADS Communications Web page at <http://www.cde.ca.gov/ds/sp/cl/communications.asp>.

CHANGES TO FALL 1

Last month the California School Information Services (CSIS) began offering training sessions on the CALPADS 2014–15 system changes. The session is now available as a self-paced module that can be found on the CSIS Self-Paced Training Web page at <http://csis.fcmat.org/Pages/Self-Paced-Training.aspx>.

A few highlights of the major Fall 1 changes are listed below:

- LEAs are now required to exit all enrollments from 2013–14 and submit new enrollments for 2014–15. LEAs are encouraged to exit 2013–14 enrollments in

order to reduce the number of concurrent enrollment anomalies experienced by other LEAs. To enforce this requirement there is a new Fall 1 fatal certification error (CERT112) to identify any remaining open enrollments in the 2013–14 school year.

- Multiple Identifier (MID) anomaly detection was modified to remove the primary language from the MID detection matching process. LEAs may find an increased count of MIDs due to this change.
- English Language Acquisition Status (ELAS) data are now reported in the new Student English Language Acquisition (SELA) file. Only *changes* to students' ELAS must be submitted for Fall 1. LEAs are encouraged to plan for extra time to reconcile ELAS data reported in CALPADS, as it may differ from your local data.

STOP RESOLVING MIDS UNTIL FURTHER NOTICE

Two problems have recently surfaced with MID Resolution, and LEAs are asked to stop resolving MIDs until further notice. The problems with MID Resolution will be addressed as quickly as possible.

- Problem 3447: The second Statewide Student Identifier (SSID) involved in a MID does not display any details.
- Problem 3452: The enrollment is merged, but the retired SSID enrollment does not include the grade level. The LEA cannot simply add the grade level back into the record.

FALL 1 SUGGESTED ACTIVITY TIMELINE

The Fall 1 certification deadline is December 12, 2014. The table below provides a suggested timeline for meeting the Fall 1 Certification deadline.

| Dates | Activity |
|--------------------------------|---|
| Now | <ul style="list-style-type: none"> • Run the security report in CALPADS (under Admin > User Security, which is only available using the LEA Admin account) to determine if any accounts need to be revoked. • Make sure your anomaly contact is current. |
| No later than October 2, 2014 | Fall 1 data population in local student information system. |
| No later than October 24, 2014 | <ul style="list-style-type: none"> • Upload Student Enrollment (SENR), Student Program (SPRG), and English Language Acquisition Status (ELAS) files • Review validation errors |

| Dates | Activity |
|--------------------------------|---|
| | <ul style="list-style-type: none"> Reconcile as needed |
| No later than November 3, 2014 | Post SENR, SPRG, and ELAS files. |
| November 4 – 21, 2014 | <ul style="list-style-type: none"> Review reports Reconcile as needed |
| November 24 – December 5, 2014 | Send reports to site leaders for approval. |
| December 8 – 11, 2014 | Certify Fall 1 data. |

ADDITIONAL FUNCTIONALITY COMING SOON

In fall 2014, CALPADS will identify, on a weekly basis, the students who are foster youth. Reports will be available that provide information, such as a foster student's social worker and educational representative, that will help LEAs best meet the needs of the student. Under the new foster functionality, CALPADS will inform LEAs of the foster students enrolled in the LEA based on the statewide match, and LEAs do not submit the foster status of students to CALPADS. The CDE anticipates that LEAs will have access to these reports in late October. Early in 2015, additional functionality will be provided for LEAs to "look up" a student who they believe is a foster youth but who was not identified by the statewide match, and, if found, to identify that student as foster in CALPADS. Training will be provided on this new foster functionality once it has been implemented. Additional information is provided in the CALPADS Data Guide on the CDE CALPADS System Documentation Web page at <http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp> and in the Frequently Asked Questions posted on the CDE Local Control Funding Formula Web page at <http://www.cde.ca.gov/fq/aa/lc/>.

The CDE continues to work with the California Department of Social Services (CDSS) and the California Department of Health Care Services (CDHCS) to expand the existing Direct Certification matching process to include new status codes that show whether students are directly certified through SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families), or both. The CDE will inform LEAs when the new codes become active and provide guidance on how to report them.

TIPS TO FACILITATE CALPADS FALL PROCESSING

To facilitate the processing of the required files, remember that files with validation errors may still be posted. If LEAs only have a handful of errors, LEAs have the option to proceed to the posting step as long as LEAs remember to fix the error(s) in CALPADS (using online maintenance) and in the local student information system (SIS).

- The Student Enrollment (SENR) file drives "ownership" of all other student records. As such, it is important to ensure that enrollment data are accurate before uploading

any other student files. Other files can be uploaded concurrently once the enrollment file is in a status of "Complete" (i.e., is posted successfully).

- The Student Information (SINF) file is no longer necessary if the student already has a current SINF record, unless there is a change to the existing demographic or address information.
- Updates to students' English Language Acquisition Status are updated through the Student English Language Acquisition (SELA) file and are only required if there has been a change in status.

FALL CDE/CSIS Advisory Group (CAG)

The fall CAG meeting has been rescheduled to October 21, 2014, to avoid conflict with the Shakeout Earthquake Drill scheduled on October 16, 2014. In addition, CAG has been renamed to the CALPADS Information Meeting (CIM).

Registration is now open for the CIM on October 21, 2014. This meeting will be held from 9:30 a.m. to 11:30 a.m. In response to LEA requests, the meeting will be streamed over the Internet to individual participants. There will be no physical locations for the meeting. If you plan to attend, please register at least 24 hours prior to the meeting on the CSIS October 21, 2014, CALPADS Information Meeting Web page at [https://csis.fcmat.org/Pages/October-21,-2014-CALPADS%20Information%20Meeting%20\(CIM\).aspx](https://csis.fcmat.org/Pages/October-21,-2014-CALPADS%20Information%20Meeting%20(CIM).aspx). If you will be watching the CIM with others from your organization, please register only one individual. Instructions for joining the meeting will be emailed to those who register in advance of the meeting. There is no cost to participate.

The meeting agenda is also available via the meeting link. The agenda includes a review of the upcoming Fall 1 and Fall 2 submissions as well as updates on Assessment and Accountability. Although attendance is optional, CALPADS administrators and other staff working on CALPADS are encouraged to attend.

Presentation materials will be posted on the October 21, 2014, CIM Meeting Web page (the link provided above) by October 17, 2014. For those unable to attend, a video of the meeting will be posted within a couple of weeks after the meeting.

REMINDER TO REPORT TEMPORARY AND PERMANENT SCHOOL CLOSURES

Recently it has been discovered that many LEAs are certifying schools within their districts with zero enrollment. Additionally, some LEAs are submitting data for schools that have closed prior to fall Census Day. This causes the following issues when reporting data on DataQuest:

- Schools that may have been temporarily closed on Census Day appear as if they were open but reported ZERO enrollment; or
- Schools that recently closed appear as if they have enrollment

In the future, CALPADS will be modified to prevent LEAs from submitting data for closed or temporarily closed schools. However, until that change is made, if a school has closed or is temporarily closed (has no enrollment on Census Day), LEAs should take the following steps to ensure that these data are not certified in Fall 1 or Fall 2 reports:

- **Closed schools:** If a school is **permanently closed**, the LEA CDS Coordinator should report the closure to the online OPUS-CDS system. Once the closure date is reflected in the OPUS-CDS system, it will automatically be reflected in CALPADS. Additionally, no data should be submitted for the school after the closure date and once all of the students have been appropriately exited out of CALPADS.
- **Temporarily closed schools:** If a school is **temporarily** closed, and has no enrollment or staff on Census Day, an LEA should submit a service ticket to the CALPADS Service Desk to request that the school be added to the list of excluded schools. Once the school is put on the list of excluded schools, it will no longer appear in a snapshot. Additionally, no data should be submitted for the school once it is added to the list of excluded schools.

QUESTIONS

Questions may be directed to the CALPADS Service Desk using the Web form in CALPADS, or through the CALPADS Service Request Form at <http://www2.cde.ca.gov/calpadshelp/default.aspx>, or by e-mail at calpads-support@cde.ca.gov.